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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors of all Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L Wilkins, Director  
Office of Human Resources

DATE: May 19, 2005

SUBJECT: ***INSTRUCTIONS FOR PROCESSING PERSONNEL TRANSACTIONS INTO HRIS FOR THE GENERAL BASE PAY INCREASE FOR CLASSIFIED STATE EMPLOYEES AND NOTICE OF INACCURATE EMPLOYEE RECORDS***

***The current version of the FY 2005-2006 General Appropriation Bill as passed by both the House and the Senate and signed by the Governor provides for a general base pay increase for classified employees. The plan provides for a 4% general increase to be applied to the base pay of classified employees effective on the first pay date that occurs on or after July 1, 2005.\**** With the exception of the minimum of Band One, the minimum, midpoint and maximum of the current pay band schedule will be adjusted upward by the amount of the general increase. The awarding of the general base pay increase will be limited to the maximum of the adjusted pay band schedule.

All agencies on the Comptroller General's payroll will have the general base pay increase applied to the records of their classified employees in FTE positions effective June 2, 2005. For all other agencies, the pay increase will be applied to the records of their classified employees in FTE positions on the payroll effective date that would allow the increase to be paid on the first pay date that occurs on or after July 1, 2005. The general increase code '03' will be recorded on each eligible classified employee's record to reflect this increase. For new hires to receive a general increase, the effective date of the employee's new hire action '06' must be before the payroll effective date for the general base pay increase.

***\* The Governor's vetoes do not impact this base pay increase.***

Agencies on the Comptroller General's payroll that have salary changes that are undetermined with an effective date prior to June 2, 2005, should process those actions immediately. ***For the general increase to be applied accurately to each employee's record, it is imperative that all outstanding pay actions with an effective date prior to the general increase effective date be processed on HRIS before the general increase is applied. If these actions are not entered into HRIS prior to the general increase effective date, inaccurate data will be reported to the Comptroller General's Office which will result in employees being paid incorrectly.*** Salary changes with an effective date on or after June 2, 2005 should not be processed until conversion reports are received reflecting the base pay increase for fiscal year 2005-2006. All other agencies with different payroll effective dates should process all salary actions through the last payroll effective date that will be paid out before July 1, 2005. If you have positions that had a State Title Change and are awaiting salary actions "08 status," report PPS613NP State Title Changes – Awaiting Salary Adjustment, which lists all positions awaiting salary action is available on HRIS under the on-line report menu (PPOR). Also, the end of April 2005 production run contained a copy of this report.

By EPMS policy employees receive a "Meets by Default" rating on their review date if no other rating has been given. It has been standard practice to allow agencies up to 30 days after an employee's review date to process a rating before a "Meets by Default" rating is applied to the employee's record. To process this year's general increase, we need to make a change in this practice for employees with review dates between May 17, 2005, and the effective date the general increase is applied in each agency. ***If an agency is on the Comptroller General's payroll and is unable to enter its overdue reviews prior to the general increase effective date, a "Meets by Default" rating will be applied on June 1, 2005. If an agency is not on the Comptroller General's payroll and is unable to enter its overdue reviews prior to the general increase effective date, a "Meets by Default" rating will be applied on the day before their general increase is effective.*** This change is necessary to ensure the accuracy of employee salary history on HRIS. If you need information on overdue reviews the report, PPS622NP Overdue Reviews, is available on HRIS under the on-line report menu (PPOR). Also, the end of April 2005 production run contained a copy of this report.

Any changes to employee data, source of funding, etc., should be submitted as soon as possible. If massive changes are required, (for example, miscellaneous fields), you may choose to effect those changes by tape transfer.

If you would like Employee Profiles printed for your agency reflecting the general increase, then the Print Indicator Switch on the Table File must be set to "Y."

**Important dates to remember:**

**Based on your agency's payroll effective dates, below are important dates to remember in processing the general base pay increase. We ask that you notify your Information Technology Department so that the necessary changes can be made for batch and tape transfers prior to the General Increase Conversion.**

**Agencies on the Comptroller General's Payroll**

- ? **Tuesday, May 31, 2005**, will be the last date for processing tape transfers for agencies on the Comptroller General's payroll.
- ? **Tuesday, May 31, 2005**, will be the last date for agencies on the Comptroller General's Payroll to process transactions on-line.
- ? **Wednesday, June 1, 2005**, will be the last date for the Office of Human Resources' Operations staff to process transactions for agencies on the Comptroller General's Payroll.
- ? **Thursday, June 2, 2005**, personnel files updated with the general increase for agencies on the Comptroller General's Payroll.
- ? **Monday, June 6, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Monday, June 13, 2005**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Tuesday, June 14, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Wednesday, June 15<sup>th</sup> thru Friday, June 17<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 16<sup>th</sup>, and June 17<sup>th</sup>.
- ? **Monday, June 20, 2005**, on-line entry to the permanent personnel master file will resume.

- ? **Thursday, June 30<sup>th</sup> thru Monday, July 4<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of July 1, 2005.
- ? **Tuesday, July 5, 2005**, on-line entry to the permanent personnel master file will resume.

**Lump Sum Agencies with June 13<sup>th</sup>, Payroll Effective Date**

- ? **Wednesday, June 1<sup>st</sup>, thru Friday, June 3<sup>rd</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for agencies on the Comptroller General's Payroll.
- ? **Monday, June 6, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Friday, June 10, 2005**, will be the last date for processing tape transfers for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Friday, June 10, 2005**, will be the last date for agencies to process transactions on-line for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Friday, June 10, 2005**, will be the last date for the Office of Human Resources' Operations staff to process transactions for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Monday, June 13, 2005**, the personnel files updated with the general increase for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Tuesday, June 14, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Wednesday, June 15<sup>th</sup> thru Friday, June 17<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 16<sup>th</sup>, and June 17<sup>th</sup>.
- ? **Monday, June 20, 2005**, on-line entry to the permanent personnel master file will resume.

- ? **Thursday, June 30<sup>th</sup> thru Monday, July 4<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of July 1, 2005
- ? **Tuesday, July 5, 2005**, on-line entry to the permanent personnel master file will resume.

**Lump Sum Agencies with a June 16<sup>th</sup> and June 17<sup>th</sup> Payroll Effective Date**

- ? **Wednesday, June 1<sup>st</sup>, thru Friday, June 3<sup>rd</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for agencies on the Comptroller General's Payroll.
- ? **Monday, June 6, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Monday, June 13, 2005**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Tuesday, June 14, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Wednesday, June 15<sup>th</sup> thru Friday, June 17<sup>th</sup>**, the personnel files updated with the general increase for lump sum agencies with payroll effective dates of June 16<sup>th</sup> and June 17<sup>th</sup>.
- ? **Monday, June 20, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Thursday, June 30<sup>th</sup> thru Monday, July 4<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of July 1, 2005
- ? **Tuesday, July 5, 2005**, on-line entry to the permanent personnel master file will resume.

**Lump Sum Agencies with a July 1<sup>st</sup> Payroll Effective Date**

- ? **Wednesday, June 1<sup>st</sup>, thru Friday, June 3<sup>rd</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for agencies on the Comptroller General's Payroll.
- ? **Monday, June 6, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Monday, June 13, 2005**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 13<sup>th</sup>.
- ? **Tuesday, June 14, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Wednesday, June 15<sup>th</sup> thru Friday, June 17<sup>th</sup>**, on-line transaction processing will be closed to all agencies and batch and tape transfers should not be processed to allow the personnel files to be updated with the general increase for lump sum agencies with a payroll effective date of June 16<sup>th</sup>, and June 17<sup>th</sup>.
- ? **Monday, June 20, 2005**, on-line entry to the permanent personnel master file will resume.
- ? **Tuesday, June 28, 2005**, will be the last date for lump sum agencies with a July 1<sup>st</sup> payroll effective date to process tape transfers.
- ? **Wednesday, June 29, 2005**, will be the last date for agencies with a July 1<sup>st</sup> payroll effective date to process transactions on-line.
- ? **Thursday, June 30, 2005**, will be the last date for the Office of Human Resources' Operations staff to process transactions for lump sum agencies with a payroll effective date of July 1<sup>st</sup>.
- ? **Friday, July 1, 2005**, the personnel files updated with the general increase for lump sum agencies with a payroll effective date of July 1<sup>st</sup>.
- ? **Tuesday, July 5, 2005**, on-line entry to the permanent personnel master file will resume.

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Inquiry to the permanent personnel master files, temporary files, temporary grant files, and time-limited files will remain open throughout the conversion process. On-line entry to the development and training files, vacancy posting files and leave files will remain open throughout the conversion process.

Please call Karl McCottry, Diane Whaley or Tonie Wright at 737-0900 if you will be unable to update your records within these time frames or if you have any questions regarding the processing of personnel actions associated with the fiscal year-end processing of employee records.

SLW/kmm

cc: Vick Traywick, Comptroller General's Office